

PACKAGE PROPOSAL #2
ATTENDANCE POLICY AND TRAINING

ATTENDANCE POLICY DEVELOPMENT. During the first year of the contract, a committee comprised of members from both management and the Union will meet regularly with the goal of providing input to HUDS leadership that will assist HUDS in creating a formal attendance policy or set of guidelines which, when complete, will be made available to employees. The foregoing commitment will be expressed in a side letter as follows:

[side letter]

The parties agree on the importance of regular and reliable attendance and on the mutual benefits of employees having a clear understanding of attendance expectations. The parties further agree that expectations should promote consistency while still allowing for the exercise of appropriate managerial judgment.

The Employer currently does not maintain a formal written attendance policy. However, the Employer is committed to developing a more formal policy or set of guidelines, and to that end the parties have agreed that during the first year of the contract following the conclusion of negotiations for the successor collective bargaining agreement, a committee comprised of members from both management and the Union will meet regularly with the goal of providing input to HUDS leadership that will assist HUDS in creating a formal attendance policy or set of guidelines which, when complete, will be made available to bargaining unit employees. It is the parties' shared hope that this collaborative process and the creation of a formal attendance policy or set of guidelines will:

1. foster open communication regarding attendance expectations;
2. improve employees' understanding of expectations;
3. promote greater clarity and consistency in the administration of attendance expectations, while still recognizing that attendance issues often involve individualized facts and circumstances requiring the exercise of sound managerial judgment.

The Employer will provide the Union with an opportunity to review, ask questions, and provide input regarding the written attendance policy or guidance before it is finalized.

Nothing in this Side Letter shall be construed as a waiver of management rights or as requiring the parties to reach agreement on any attendance policy or attendance guidance.

This Side Letter shall remain in effect for the duration of the collective bargaining agreement.

For the Employer: _____ Date: _____

For the Union: _____ Date: _____

TRAINING. Side letter addressing training expectations for the duration of the contract:

[side letter]

During the term of the current collective bargaining agreement (2026 - ____) the University anticipates offering the following trainings on an annual basis:

Food Services Safety Initial Training
Hearing Conservation Awareness Training
Electric Pallet Jack Safety Training
Allergen Awareness Certification Training
Chokesaver Training
ServSafe Training

In addition, during the term of the current collective bargaining agreement (2026 - ____) the University anticipates offering on an annual basis additional job classification specific trainings, open to all employees, on topics including:

TIPS
Server 1, 2, 3
Point of Sale training / Agilysis/Checker/Register Training
Customer Service Training
Benefits session
Allergy awareness training
Culinary training
Driver training
Barista

For winter session, during the month of January, a comprehensive list of trainings will be made available on an annual basis.

Upon request from the Union, HUDS will provide an updated list of all employees who have completed a training or certification.

Management reserves all rights with respect to training and certification topics, content, format, frequency, duration, scheduling and delivery.

For the Employer: _____ Date: _____
For the Union: _____ Date: _____